



FAIRSHARE CREDIT UNION SUPERVISORY COMMITTEE – JOB DESCRIPTION

Accountable to:

Chair & other members of the Supervisory Committee

The Financial Conduct Authority (FCA) & Prudential Regulation Authority (PRA) [as part of the Senior Managers Regime]

The external auditor

FAIRshare Credit Union members

Role Purpose:

- ❖ To be responsible for overseeing the running of the credit union and making sure that FAIRSHARE Credit Union operates within the law, regulation, rules and policies of the credit union. The Supervisory Committee must be totally independent of any of the functions it is inspecting.
- ❖ To be responsible for ensuring that FAIRSHARE Credit Union is being run in the interests of its members, and that its financial procedures and management practices serve the best interest of its members.
- ❖ To be an effective Supervisory Committee by taking a pro-active view of improvement, enhancement and achievement of the business of FAIRSHARE Credit Union at all times.

As FAIRSHARE Credit Union grows, these tasks in part or in whole may be contracted out to an external professional practice reporting back to the Supervisory Committee. The Supervisory Committee will retain responsibility for the work undertaken on behalf of the committee and for reporting to the Board meetings:

Strategic Management:

- ❖ Comply with the rules and policies and procedures of FAIRSHARE Credit Union and actively ensure that fellow members of the Supervisory Committee also comply.
- ❖ Monitor all activities of FAIRSHARE Credit Union to ensure that it is being managed effectively and efficiently, that financial records are accurate and up to date, and that the possibilities for fraud and theft are reduced.
- ❖ Draw up an internal audit plan for the following 12 months, to be agreed by the Board of Directors prior to implementation, to ensure that all of the activities in the Supervisory Committee Checklist are carried out efficiently, avoiding obvious patterns of checking.
- ❖ Give a report in writing to the Board of Directors on a quarterly basis with a summary of work undertaken, conclusions reached and recommendations for improvements as necessary.
- ❖ Give a report in writing to the Annual General Meeting of the results of all examinations and enquiries carried out since the last report, or to a Special General Meeting if appropriate.
- ❖ Give a report on the attendance of Officers at FAIRSHARE Credit Union's Board of Directors and Committee meetings to the Annual General Meeting, or to a Special General Meeting if appropriate.
- ❖ Ensure that the accounts are audited on an annual basis by an independent qualified auditor in a timely manner.
- ❖ On the declaration of the poll following an election, immediately destroy all ballot papers.

Powers:

The Supervisory Committee has the power to:

- ❖ Attend any meeting of the Board of Directors where there is a specific issue to be considered and have the right to be heard on this issue
- ❖ Suspend an officer of the credit union and call a Special General Meeting of the credit union to consider the matter

Knowledge Required:

- ❖ Required to maintain a working knowledge of legislation and regulation governing the operation of credit unions, FAIRSHARE Credit Union rules and policies and procedures.
- ❖ Required to understand the role and function of every committee.
- ❖ Required to ensure internal controls are in place and implemented.
- ❖ Required to have a working knowledge of the accounting procedures from direct debit and cheque receipt, to the completion of the annual and quarterly returns to the FCA/PRA.
- ❖ Required to have a good understanding of the running of small business, awareness of the wider credit union movement and financial services in general.

General:

- ❖ Required to meet the FCA's guidelines of a "fit and proper" person and subsequently become part of the Senior Managers Regime. Until approval is received from the FCA, Supervisory Committee members cannot perform 'controlled functions'; however they may still attend meetings of FAIRSHARE Credit Union's Board of Directors/Supervisory Committee without voting rights. Should a Supervisory Committee member at any time fail to meet these standards, they would cease to be part of the Senior Managers Regime and Supervisory Committee member of FAIRSHARE Credit Union and must notify the Chair of the Board of Directors and CEO/General Manager immediately.
- ❖ The Supervisory Committee will have access to all documents and records of the credit union. Members of the Supervisory Committee are therefore required to complete a FAIRSHARE Credit Union Confidentiality Agreement, which is held on file securely at FAIRSHARE Credit Union Head Office. This agreement remains binding after the individual ceases to work for FAIRSHARE Credit Union. A Supervisory Committee member who breaches confidentiality could be dismissed and will not be eligible to re-apply for future roles within FAIRSHARE Credit Union.
- ❖ Required to act in a manner, using tact and diplomacy that enhances the work of FAIRSHARE Credit Union internally and externally and its overall public image at all times.
- ❖ Must have a sound understanding of credit union and cooperative ethos.
- ❖ Required to be vetted by the Disclosure and Barring Service and undergo a Credit Reference Check

Prohibitions:

- ❖ May not hold any other position within the credit union. Relatives and partners of Supervisory Committee members should also not hold key roles in FAIRSHARE Credit Union at the same time.
- ❖ May not be a cheque signatory.

- ❖ Cannot participate in the debate, other than to serve as a witness, or vote on any motion from which individual benefit can be derived for self and any connected person.
- ❖ Cannot serve as a Guarantor of any loan under any circumstances.
- ❖ Any breaches of a confidentiality agreement are permitted only to comply with laws and statutory powers.

Appointment:

- ❖ Initially selected by FAIRSHARE Credit Union's Nominations Committee and endorsed by the Board of Directors. All members of the Supervisory Committee must meet the minimum requirements as detailed in the rule book.
- ❖ Thereafter, democratic elections will be held at the first Annual General Meeting of FAIRSHARE Credit Union, and existing Supervisory Committee members are eligible to stand for re-election to the Supervisory Committee. FAIRSHARE Credit Union's new Supervisory Committee will then elect the Chair along with other key roles.
- ❖ In accordance with the rule book, one third of the Board (decided by lot) elected at the first AGM will retire at the second AGM, the second third at the third AGM and the final third group at the fourth AGM. After this point, committee members will retire at the third AGM following their election (therefore, three year-terms will be the regular terms of office). Any retiring committee member will be eligible for re-election.

Terms and Conditions

❖ **Salary/ Remuneration:**

- This is a voluntary role. Any reasonable out of pocket-expenses will be met by FAIRSHARE Credit Union.

❖ **Time Commitment:**

- On a monthly basis, approximately twelve hours per month, shared between the three members.
- On an annual basis, attendance at strategic planning meetings and training days. To fulfil the requirements of FAIRSHARE Credit Union's training plan would require a commitment of an additional 2 – 4 days per year. It is envisaged that these sessions would take place over weekends.